



CLOCK HOUR FORM

Student Teacher: _____ Semester/Year: _____

Name of School: _____ Name of School Division: _____

Cooperating Teacher: _____ Subject(s)/Grade(s): _____

Program: Residential _____ MBU Online _____ PBTL _____ BA/MAT _____ MAT _____ MEd _____

Endorsement Area:

Circle one: Elementary (PK-6) Middle (6-8)* Secondary (6-12)* Special Ed. (K-12) Other/Content Area*: _____

As a student teacher, you are responsible for keeping an accurate record of the clock hours you spend during your student teaching/field experience placement and for submitting this form to your University Supervisor. You will average about 35-40 hours a week in your assigned school and should plan to spend at least 20 of those hours each week co-teaching, teaching, and working with students. Document only the hours spent in the school building. The Virginia Department of Education requires a total of at least 300 hours of student teaching experience with **150 of those hours** working directly with students. **Our program is approved as a 12-week program so you will accumulate more than 300 hours.** Student teaching does not end when you reach 300 hours.

Date(s) of the week:	Non-Instructional Hours (NIH)					Instructional Hours (IH)	
	Observation	Preparing Materials	Instructional Planning	Educational Meetings	*Other	Co-Teaching	Teaching
i.e. 1/6-1/10							
Total NIH:							
						Total IH:	
						Total Hours (NIH+IH):	

* Other Non-Instructional Hours could include case management meetings, teacher/parent collaborations, and professional development, among other non-instructional responsibilities one might accrue.

Student's Signature _____ Date _____

Cooperating/Mentor Teacher's Signature _____ Date _____